Michigan Department of Treasury 496 (02/06)

#### **Auditing Procedures Report**

Issued under P.A.	2 of 1968, as	amended an	d P.A. 71 of 1919	, as amended.			
Local Unit of Government Type					Local Unit Name	County	
☐County	□City	∐Twp	∐Village	⊠Other	City of Ann Arbor Employees Retirement Sys	Washtenaw	
Fiscal Year End			Opinion Date	,	Date Audit Report Submitted to State		
6/30/06			9/27/06		12/22/06		
We affirm that:							
We are certified public accountants licensed to practice in Michigan.							
We further affirm the following material, "no" responses have been disclosed in the financial statements, including the notes, or in the							

We a	are ce	ertifie	d public accountants licensed to practice in Michigan.
			rm the following material, "no" responses have been disclosed in the financial statements, including the notes, or in the Letter (report of comments and recommendations).
	YES	9	Check each applicable box below. (See instructions for further detail.)
1.	×		All required component units/funds/agencies of the local unit are included in the financial statements and/or disclosed in the reporting entity notes to the financial statements as necessary.
2.	X		There are no accumulated deficits in one or more of this unit's unreserved fund balances/unrestricted net assets (P.A. 275 of 1980) or the local unit has not exceeded its budget for expenditures.
3.	X		The local unit is in compliance with the Uniform Chart of Accounts issued by the Department of Treasury.
4.	×		The local unit has adopted a budget for all required funds.
5.	×		A public hearing on the budget was held in accordance with State statute.
6.	X		The local unit has not violated the Municipal Finance Act, an order issued under the Emergency Municipal Loan Act, or other guidance as issued by the Local Audit and Finance Division.
7.	X		The local unit has not been delinquent in distributing tax revenues that were collected for another taxing unit.
8.	X		The local unit only holds deposits/investments that comply with statutory requirements.
9.	×		The local unit has no illegal or unauthorized expenditures that came to our attention as defined in the <i>Bulletin for Audits of Local Units of Government in Michigan</i> , as revised (see Appendix H of Bulletin).
10.	×		There are no indications of defalcation, fraud or embezzlement, which came to our attention during the course of our audit that have not been previously communicated to the Local Audit and Finance Division (LAFD). If there is such activity that has not been communicated, please submit a separate report under separate cover.
11.	×		The local unit is free of repeated comments from previous years.
12.	X		The audit opinion is UNQUALIFIED.
13.	X		The local unit has complied with GASB 34 or GASB 34 as modified by MCGAA Statement #7 and other generally accepted accounting principles (GAAP).
14.	X		The board or council approves all invoices prior to payment as required by charter or statute.
15.	×		To our knowledge, bank reconciliations that were reviewed were performed timely.

If a local unit of government (authorities and commissions included) is operating within the boundaries of the audited entity and is not included in this or any other audit report, nor do they obtain a stand-alone audit, please enclose the name(s), address(es), and a description(s) of the authority and/or commission.

I, the undersigned, certify that this statement is complete and accurate in all respects.

We have enclosed the following: Enclose		Not Requir	ed (enter a brief justification	1)		
Financial Statements	$\boxtimes$					
The letter of Comments and Recommendations	X					
Other (Describe) None	$\boxtimes$	N/A				
Certified Public Accountant (Firm Name)		1	Telephone Number			
Abraham & Gaffney, P.C.			517-351-6836			
Street Address			City	State	Zip	
3511 Coolidge Road, Suite 100			East Lansing	МІ	48823	
Authorizing CPA Signature		Printed Name		License	License Number	
Daws M. Janes		Aaron M. Stevens, CPA		11010	1101024055	

# CITY OF ANN ARBOR EMPLOYEES' RETIREMENT SYSTEM

## **FINANCIAL STATEMENTS**

Fiscal Years Ended June 30, 2006 and 2005



Issued by: Retirement System, 301 E. Liberty Street, Suite 680, Ann Arbor, Michigan 48104 (734) 994-4590

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of the City of Ann Arbor Employees' Retirement System

We have audited the accompanying statement of plan net assets of the City of Ann Arbor Employees' Retirement System as of June 30, 2006, and the related statement of changes in plan net assets for the year then ended. These financial statements are the responsibility of the Retirement System's management. Our responsibility is to express an opinion on these financial statements based on our audit. The financial statements of the City of Ann Arbor Employees' Retirement System as of and for the year ended June 30, 2005 were audited by other auditors, whose report dated October 21, 2005 expressed an unqualified opinion on those statements.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As discussed in Note A, the financial statements present only the City of Ann Arbor Employees' Retirement System and do not purport to, and do not present fairly the financial position of the City of Ann Arbor, Michigan, and the changes in its financial position for the years then ended in conformity with accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the plan net assets of the City of Ann Arbor Employees' Retirement System as of June 30, 2006, and the changes in its plan net assets for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis and historical pension information, as identified in the Table of Contents, are not required parts of the financial statements but are supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and do not express an opinion on it.

alnoham : Goldway, P.C.

ABRAHAM & GAFFNEY, P.C. Certified Public Accountants

September 27, 2006

#### MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2006 and 2005

The following is a discussion and analysis of the financial performance and position of the City of Ann Arbor Employees' Retirement System's (CAAERS). It is intended to provide an overview of CAAERS' financial activities for the fiscal years ended June 30, 2006 and 2005. This analysis should be read in conjunction with the *Independent Auditors Report* and with the financial statements, which follows this section.

#### **Using this Annual Report**

This annual report consists of three parts: (1) management's discussion and analysis (this section), (2) the financial statements, and (3) required supplementary information. The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements.

#### **Condensed Financial Information**

The table below compares key financial information in a condensed format between the current year and the prior year:

Year Ended

	Year Ended			
	June 30,			
	<u>2006</u>	<u>2005</u>		
Total assets	\$ 405,621,967	\$ 391,582,731		
Total liabilities	<u>2,351,195</u>	3,563,130		
Assets held in trust for pension benefits	<u>\$403,270,772</u>	\$ 388,019,601		
Net investment income	\$ 40,089,656	33,525,791		
Contributions:				
Plan members	2,951,544	2,779,966		
Employer	<u>2,897,639</u>	<u>1,044,659</u>		
Total contributions	5,849,183	3,824,625		
Retiree pension benefits	22,567,344	21,510,124		
Refunds of member contributions	<u>611,444</u>	<u>515,496</u>		
Total benefits paid	23,178,788	22,025,620		
Benefits paid in excess of contributions	17,329,605	18,200,995		
General and administrative expenses	7,508,880	3,471,369		
Net increase in net assets held in trust	<u>\$ 15,251,171</u>	<u>\$ 11,853,427</u>		
Ratio of benefits paid to contributions	396%	576%		

#### MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2006 and 2005

#### **Overall Fund Structure and Objectives**

CAAERS was established to provide retirement, disability, and death benefits to general, police, and firefighter retirees and their beneficiaries. Active members earn service credit that entitles them to receive benefits in the future. Benefits currently being paid are significantly greater than contributions currently being received. The excess of benefits over contributions must be funded through investment income. The public capital markets represent the primary source of investments.

#### **Asset Allocation**

It is the responsibility of the CAAERS Board to determine the allocation of assets among distinct capital markets in accordance with allowable legal limits. Based on an asset allocation review conducted in 2006, which analyzed the expected returns of various asset classes, the Plan's actuarial assumption rate, and the risks associated with alternative asset mix strategies, the Board has established the following asset allocation:

Asset Class	<u>Target</u>	<u>Range</u>
Large Capitalization Domestic Equity	25%	+/- 5%
Mid Capitalization Domestic Equity	18%	+/- 5%
Small Capitalization Domestic Equity	12%	+/- 5%
International Equity	10%	+/- 3%
Bonds	22%	+/- 3%
Real Estate	10%	- 3%
Stable Value	3%	+/- 1%

The study has shown that this asset mix offers the optimal mix for meeting longer term goals. The asset classes stated above shall be further diversified (where possible) as to style and manager type to reduce risk further, while providing the opportunity for enhanced return.

#### **Economic Factors, Investment Returns, and Other Important Matters**

In 2005/06, the U.S. stock market continued its recent trend of growth following its previous decline. Led by a continued increase in productivity and by a sustained level in capital investment and inventory rebuilding, the equity markets provided investors with a positive rate of return. However, the short-term economic outlook remains cautious due to the continued uncertainty about future interest rate levels and oil product supply availability and price.

Because the stock market is the principal investment forum utilized by CAAERS, the market's 2005/06 market rate of return had a positive impact on net assets. In 2005/06, the value of CAAERS net assets held in trust for pension benefits increased by 3.9 percent, following the prior year's increase of 3.2 percent. It is important to note that CAAERS' purpose is to provide long-term benefit payments to its members and it is through long-term investing, as shown by the current year increase, that these promised benefits will be primarily funded. Through its investment policy asset allocation, the Board has positioned the portfolio for this long-term investment objective. In addition, to further maximize investment returns, management carefully monitors the performance of each of its investment managers and takes the necessary corrective action to ensure acceptable investment results.

Since CAAERS receives all of its new funding from its plan sponsor, the City of Ann Arbor's annual contribution is critical for the System's long-term viability. The City annually ensures that this actuarially computed amount is paid into CAAERS.

#### MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2006 and 2005

#### **Contacting the System's Financial Management**

This financial report is designed to provide the public, citizens, and other interested parties with a general overview of CAAERS' finances and to show accountability for the money it receives. If you have questions about this report or need additional financial information, contact the City of Ann Arbor Employees' Retirement System administrative offices at 301 East Liberty Street, Suite 680, Ann Arbor, Michigan 48104. The telephone number is (734) 994-4590.

## STATEMENT OF PLAN NET ASSETS

June 30, 2006 and 2005

	 2006	 2005
ASSETS Cash and cash equivalents	\$ 1,285	\$ 2,725
Receivables		
Interest and dividends	773	981
Due from other governmental units	 345	 27
Total receivables	1,118	1,008
Investments, at fair value		
Short term investments	6,273	7,422
U. S. government obligations	36,244	51,471
Municipal bonds	-	338
Collateralized mortgage obligations	14,968	8,792
Guaranteed investment contracts	12,420	-
Domestic corporate bonds	29,891	33,143
Domestic stocks	258,344	249,678
Real estate - direct and funds	 45,076	 36,999
Total investments	403,216	387,843
Capital assets at cost, net of accumulated depreciation		
of \$25 and \$23, respectively	 3	 7
Total assets	405,622	391,583
LIABILITIES		
Refunds payable and other	 2,351	 3,563
NET ASSETS		
Held in trust for pension benefits	\$ 403,271	\$ 388,020

## STATEMENT OF CHANGES IN PLAN NET ASSETS

#### Years Ended June 30, 2006 and 2005

	2006		2005	
ADDITIONS TO NET ASSETS Investment income				
Net appreciation in fair value of investments	\$	29,948	\$	28,985
Interest		10,131		4,696
Dividends		1,770		1,503
		41,849		35,184
Less: investment expense		(1,759)		(1,658)
Net investment income		40,090		33,526
Contributions				
Employer		2,898		1,045
Plan members		2,950		2,780
Total contributions		5,848		3,825
Total additions to net assets		45,938		37,351
DEDUCTIONS FROM NET ASSETS				
Benefits		22,567		21,510
Refunds of contributions		611		515
Administrative expense		7,509		3,472
Total deductions from net assets		30,687		25,497
CHANGE IN PLAN NET ASSETS		15,251		11,854
Net assets - beginning of year		388,020		376,166
Net assets - end of year	\$	403,271	\$	388,020

#### NOTES TO FINANCIAL STATEMENTS

June 30, 2006 and 2005

#### NOTE A: DESCRIPTION OF SYSTEM AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The City of Ann Arbor Employees' Retirement System (CAAERS) is a single-employer defined benefit plan established and administered by the City of Ann Arbor to provide retirement, disability and death benefits to general, police and firefighter employees and their beneficiaries. Cost of living adjustments are provided to members and beneficiaries per the Ann Arbor City Code Section 1:573 of Chapter 18. Chapter 17.1 of the Ann Arbor City Charter assigns the authority to establish and amend benefit provisions to City Council.

All plan members are required to contribute 5% of annual compensation. The City is required to contribute at an actuarially determined rate; the current rate is 5.69% of annual covered payroll. Plan provisions and contribution requirements are established and may be amended by the Ann Arbor City Council. Administrative costs of CAAERS are financed through investment earnings.

The System's more significant accounting policies are described below.

Reporting entity. The accompanying financial statements are exclusive presentations of the financial condition and results of operations of the City of Ann Arbor Employees' Retirement System. The City of Ann Arbor is the plan sponsor of CAAERS. As a result, industry standards require the City to include the financial activities of the System in the City's Annual Financial Report. The Annual Financial Report of the City of Ann Arbor is available for public inspection at the Ann Arbor City Hall.

<u>Basis of Accounting.</u> CAAERS' financial statements are prepared using the accrual basis of accounting. Plan member and employer contributions are recognized in the period in which the contributions are due. Benefits and refunds are recognized when due and payable in accordance with the terms of the plan.

<u>Method Used to Value Investments</u>. Investments are reported at fair value. Short-term investments are reported at cost, which approximates fair value. Securities traded on a national or international exchange are valued at the last reported sales price at current exchange rates. Investments that do not have an established market are reported at estimated fair value.

#### NOTE B: PLAN DESCRIPTION AND CONTRIBUTION INFORMATION

Membership of the plan consisted of the following at June 30, 2006, the date of the latest actuarial valuation:

Retirees and beneficiaries receiving benefits	817
Terminated plan members entitled to, but not yet receiving, benefits	105
Active plan members	796
Total	1,718
Number of participating employers	1

#### NOTE C: DEPOSITS AND INVESTMENTS

#### **Deposits**

The System does not maintain any checking or other demand/time deposit accounts. Amounts reported as cash and cash equivalents in the statement of plan net assets are composed entirely of short-term investments in money market accounts.

#### NOTES TO FINANCIAL STATEMENTS

June 30, 2006 and 2005

#### NOTE C: DEPOSITS AND INVESTMENTS - CONTINUED

#### Investments

The Michigan Public Employees Retirement Systems' Investment Act, Public Act 314 of 1965, as amended, authorizes the System to invest in stocks, government and corporate securities, mortgages, real estate, and various other investment instruments, subject to certain limitations. The System's Board has the responsibility and authority to oversee the investment portfolio. Various professional investment managers are contracted to assist in managing the System's assets. All investment decisions are subject to Michigan law and the investment policy established by the Board.

The System has investments, which are held by an independent trust company. Following is a summary of the System's investments as of June 30, 2006 and 2005:

	June 30, 2006	June 30, 2005
Short-term investments U.S. government obligations	\$ 6,272,826 36,243,383	\$ 7,421,807 51,470,904
Municipal bonds Collateralized mortgage obligations Guaranteed investment contracts	14,967,711 12,420,020	337,586 8,792,471
Domestic corporate bonds Domestic stocks	29,891,136 258,344,207	33,143,140 249,678,132
Real estate - direct & funds  Total Investments	<u>45,076,473</u> \$ 403,215,756	36,999,618 \$ 387,843,658
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#### Custodial Credit Risk

For investments, custodial credit risk is the risk that, in the event of the failure of the counterparty, the System will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The System's investment policy requires that investment securities be held in trust by a third-party institution in the System's name. As such, although uninsured and unregistered, the System's investments are not exposed to custodial credit risk since the securities are held by the counterparty's trust department in the System's name. Short-term investments in money market funds are not subject to custodial credit risk.

#### Credit Risk

The System's investment policy provides that its investments in fixed income securities be limited to those rated investment grade by a nationally recognized statistical rating organization. As of June 30, 2006, the System's investments in securities of U.S. agencies were all rated AAA by Standard & Poor's. The System's investments in corporate securities were rated by Standard & Poor's as follows:

#### Pension Investments

AAA AA A BBB	\$	11,671,590 1,066,967 8,477,500 7,147,158
BB B		583,096 366,351
Not rated	_	578,474

\$ 29,891,136

#### NOTES TO FINANCIAL STATEMENTS

June 30, 2006 and 2005

#### NOTE C: DEPOSITS AND INVESTMENTS - CONTINUED

#### Concentration of Credit Risk

The System's investment policy requires that the securities of any one company or government agency should not exceed 5% of the total fund. At June 30, 2006 the System's investments were within that range.

#### Interest Rate Risk

For investments, the risk that changes in interest rates will adversely affect the fair value of the investment is known as interest rate risk. The System's investment policy provides for securities with terms to maturity of up to 30 years. As of June 30, 2006, maturities of the System's debt securities were as follows:

	<u>Fair Value</u>	Weighted Average Maturity (in years)
U.S. treasuries	\$ 13,325,585	5.28
U.S. agencies	22,917,798	3.88
Corporate bonds	29,891,136	10.84
Domestic corporate securities	14,967,711	<u>26.83</u>
Total debt securities	\$ 81,102,230	
Portfolio weighted average maturity		4.72

#### NOTE D: ADMINISTRATIVE AND INVESTMENT EXPENSES

The following provides additional details related to administrative and investment expenses for the year ended June 30, 2006:

Administrative expenses	2005/2006
Health care transfer Regular salary Office rent Conferences and training Other	\$ 6,997,668 248,860 54,939 54,048 
Investment expenses	
Oppenheimer Morgan Stanley Loomis, Sayles & Co., Inc. Bradford & Marzec, Inc. Other investment managers	\$ 390,256 371,793 236,344 136,869 623,917 \$ 1,759,179

REQUIRED SUPPLEMENTARY INFORMATION	

## SCHEDULE OF FUNDING PROGRESS

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) Entry Age (b)	Unfunded (Overfunded) AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll [(b-a)/c]
6/30/2006	\$398,258	\$407,302	\$9,045	97.8%	\$49,627	18.2%
6/30/2005	398,690	384,369	(14,322)	103.7%	47,225	-30.3%
6/30/2004	409,324	370,409	(38,916)	110.5%	47,109	-82.6%
6/30/2003	417,623	353,620	(64,003)	118.1%	46,213	-138.5%
6/30/2002	426,440	336,340	(90,100)	126.8%	46,744	-192.8%
6/30/2001	425,538	304,349	(121,189)	139.8%	47,449	-255.4%

## SCHEDULE OF EMPLOYER CONTRIBUTIONS

Year Ended June 30	Annual Required Contribution		Percentage Contribution
2006	\$	2,871	100.0%
2005 2004		1,045 -	100.0% 100.0%
2003		-	100.0%
2002		-	100.0%
2001		-	100.0%

## NOTE TO THE SCHEDULE OF FUNDING PROGRESS AND SCHEDULE OF EMPLOYER CONTRIBUTIONS

The information presented in the required supplementary schedules was determined as part of the actuarial valuation at the date indicated. Additional information as of the latest actuarial valuation follows.

Actuarial valuation:

Frequency Annual

Latest date June 30, 2006 Basis for contribution June 30, 2004

Actuarial cost method Entry age

Amortization method Level percent - over varying periods of 15 to 26

years

Remaining amortization period 25.5 years

Asset valuation method 5-year smoothed market

Actuarial assumptions:

Investment rate of return\* 7%

Projected salary increases 0.4% - 6.3%

\*Includes inflation at: 3.5%

Cost-of living adjustments Determined annually

Principals

Dale J. Abraham, CPA Michael T. Gaffney, CPA Steven R. Kirinovic, CPA Aaron M. Stevens, CPA Eric J. Glashouwer, CPA



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MANAGEMENT LETTER

To the Executive Director and Members of the Board of Directors City of Ann Arbor Employees' Retirement System

As you know, we have recently completed our audit of the records of the City of Ann Arbor Employees' Retirement System (the System) for the year ended June 30, 2006. In connection with the audit, we feel that certain changes in your accounting and administrative procedures would be helpful in improving management's control and the operational efficiency of the accounting and administrative functions. This suggestion is a result of our evaluation of the internal control and our discussions with management.

#### Additional information should be maintained in the individual retiree files.

During the course of our audit, we tested a sample of payments made to retirees. Our test included sampling retiree files, confirming certain information directly with retirees, and recalculation of benefit amounts. Based on the results of these procedures, we noted the following areas in which we believe better documentation should be maintained:

- a. <u>Death certificates should be obtained in a timely manner</u>. Board policy requires that a death certificate be obtained whenever a retiree or beneficiary dies. During our testing, we noted three (3) instances where death certificates should have been obtained but had not been. We did not note any instances, however, of improper payments being made as a result of this. We suggest that procedures be placed into operation to ensure that death certificates are obtained on a timelier basis.
- b. <u>Some benefit amounts could not be recalculated</u>. We noted seven (7) instances where we could not recalculate the amount paid to individual retirees. The differences were not material to the financial statements, however management was unable to provide sufficient explanation for the differences noted. The discrepancies appear to be related to older retirees, whose records are not as well maintained as more current files. As such, these can be expected to decrease over time.

This condition was considered in determining the nature, timing, and extent of the audit tests to be applied in our audit of the basic financial statements, and this report does not affect our report on the financial statements dated September 27, 2006.

This report is intended solely for the information of management, and members of the Board of Directors of the City of Ann Arbor Employees' Retirement System and is not intended to be, and should not be, used by anyone other than these specified parties.

We wish to express our appreciation for the courtesy and cooperation extended to us during our audit. We are available to discuss this suggestion with you and to provide assistance in the implementation of improvements.

alnaham & Golbrey, P.C.

ABRAHAM & GAFFNEY, P.C. Certified Public Accountants

September 27, 2006